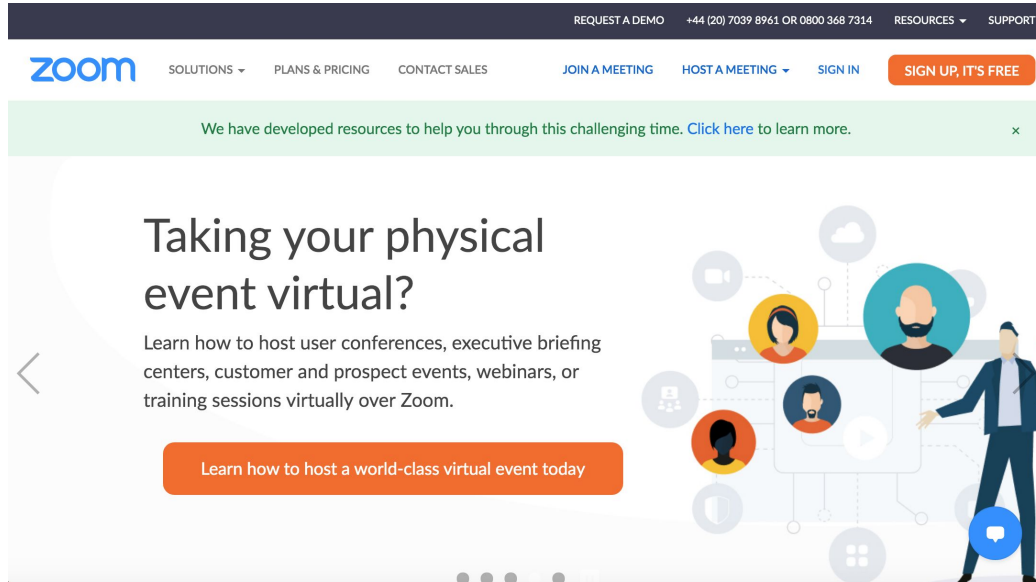


Video conferencing with Zoom

What is Zoom?



- Cloud-based video conferencing software.
- Allows you to host virtual meetings and webinars
- Can be useful for facilitating online staff training

Before you start using Zoom

Things to think about:

- What do you want to use it for? Is it better for the job than a tool you already use?
- What functions are most important to you?
- What are your concerns/immediate requirements?
- What do you need your participants to take away from your session?

Meetings vs Webinars

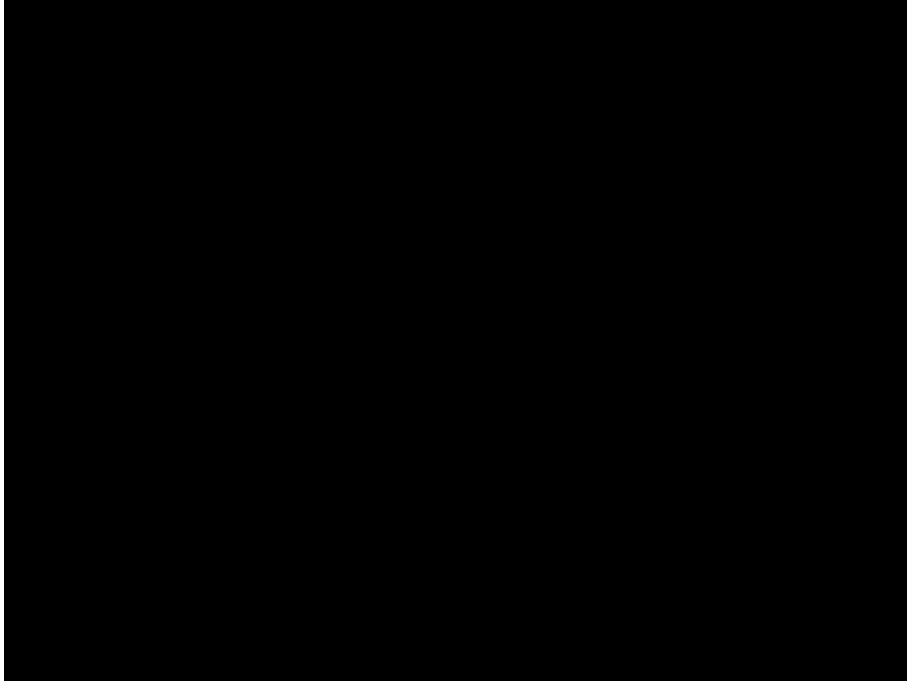
Find out which is better suited for your purposes
in the [support section of the Zoom website](#)

	Meeting	Webinar
Screensharing	✓	✓
Video Sharing	all participants	host and panelists
View Only Participants	--	✓
Capacity	up to 100 with free license, up to 1,000 depending on plan and large meeting add-on	up to 100-10,000 participants, depending on license
Participants List	Visible to all participants	Visible to Host and Panelists
Email Reminders	--	if registration enabled
Chat	✓	✓
Q&A	--	✓
File Transfer	✓	--
Livestream	Facebook, YouTube, Workplace by Facebook, Custom Streaming Service	Facebook, YouTube, Workplace by Facebook, Custom Streaming Service
Registration	paid accounts	✓
Closed Captioning	✓	✓
Recording	✓	✓
Breakout Rooms	✓	--

Planning considerations

- Have you blocked in time to deal with technical issues?
- Will all attendees join via Zoom or will there be on site attendees too?
- How will you manage questions? Do you need a co-host?
- Have you checked your security settings? (particularly after updating the software)
- Where is your webcam placed?
- Are you running your training synchronously, asynchronously or both?
- Where does your training sit in a wider context? Is it a one-off or part of a series?
- What should participants do before, during and after the training?

Quick Getting Started Video



We created this video for our [TechPathways London](#) project. It uses the Zoom iPad app, but the principles covered are the same on any device.

Useful feature - Whiteboard

- In Zoom, you can go to 'Share Screen' and choose the whiteboard option.
- [This blog](#) helpfully lays out how you might need to adjust settings in order to make the board collaborative.

Useful Feature - Calendar

[My Meetings](#) > Schedule a Meeting

Schedule a Meeting



Outlook Plugin for Zoom

Schedule your Zoom meetings directly from Outlook with the Outlook plugin. [Click here to download.](#)

✕ Do not show this message again

Topic

Description (Optional)

Outlook: support.zoom.us/hc/en-us/articles/115005223126-Office-365-Outlook-Web-Add-In

Google: support.zoom.us/hc/en-us/articles/360020187492-Google-Calendar-add-on

Useful Feature - Recording

- You can record your Zoom meeting.
- You can save the recording to the cloud or onto your device.
- The recording will save when the meeting is ended.
- The recording will be saved in both video and audio format.
- For more support in recording your meeting, see the Zoom recording help page:
support.zoom.us/hc/en-us/sections/200208179-Recording

Zoom Help Centre

Lots of useful videos and content to help you out.

Popular Topics



Getting Started



Audio, Video, Sharing



Meetings & Webinars



Zoom Phone



Account & Admin



Zoom Rooms



H.323/SIP



Messaging



Integration



On-Premise

Safety and security

Should schools choose to provide home learning activities using live streaming or pre-recorded videos, guidance from the National Cyber Security Centre (NCSC) on [which video conference service is right for your school](#) and [using video conferencing services securely](#) could help schools to set up video conferencing safely.

Security

There are several things you can do within your Zoom settings to enhance the security of your call, before and after you have started. They include:

- Checking you have the latest version with additional security setting controls.
- Setting a password for the meeting.
- Stopping removed attendees from rejoining.
- Host-only screen share.
- Setting participants to audio only (if you don't want video sharing)

Security (cont.)

- Your meeting link **SHOULD NOT** be shared publicly (this is what enables uninvited people to join).
- We also suggest that you do not click on links shared in the chat function unless you know their origin.
- The Zoom blog is a good place to start for the company's take on their security settings, including [new features](#) and any concerns: blog.zoom.us/

Safeguarding: things to consider

- When running training, we need to model good practice.
- Where is the recording taking place? Is it a neutral space? What can be heard in the background?
- What security settings are built into the platform? What information can attendees see about each other? (some of this can be controlled [in meetings on Zoom](#))
- Are you recording the session? Can be good for accountability, but attendees need to be informed if they are being recorded.

Safeguarding Resources

Remote Learning with Young People :

- South West Grid for Learning: Safe Remote Learning - swgfl.org.uk/resources/safe-remote-learning
- London Grid for Learning DigiSafe - <https://coronavirus.lgfl.net/safeguarding>
- NSPCC - learning.nspcc.org.uk/news/2020/march/undertaking-remote-teaching-safely

Safety for all - 2020

Please **DO** put safeguarding at the heart of all remote and home learning activity, for pupils, staff and families

Please see our further London CLC guidance [here](#) and UK Gov guidance [here](#)

